



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

<b>SUBJECT</b> <b>REQUEST FOR LEGAL SERVICES FROM THE COUNTY COUNSEL</b>	<b>POLICY NO.</b> <b>306.1</b>	<b>EFFECTIVE DATE</b> <b>10/1/89</b>	<b>PAGE</b> <b>1 of 1</b>
<b>APPROVED BY:</b> <b>Original signed by:</b> <b>ROBERTO QUIROZ</b>  Director	<b>SUPERSEDES</b> <b>316</b> <b>9/23/88</b>	<b>ORIGINAL ISSUE DATE</b> <b>9/23/88</b>	<b>DISTRIBUTION LEVEL(S)</b> <b>1</b>

### **PURPOSE**

- 1.1 To provide guidelines in the implementation of administrative controls over the securing of legal counsel from the County Counsel by authorized Department of Mental Health (DMH) staff for services costing more than \$500 per project.

### **POLICY**

- 2.1 Legal services from the County Counsel are available only to authorized DMH staff based on the need for maintaining administrative controls over the securing of these contacts.

### **PROCEDURE**

- 3.1 In accordance with the above policy, the following procedures will be observed:
- 3.1.1 Only the following staff will be authorized to initiate contact with the County Counsel for legal services:
- Director of Mental Health
  - Chief Deputy Director
  - Medical Director
  - Assistant Directors
  - Finance Specialist
  - Legislative Analyst
  - Deputy Director, Public Guardian
- 3.1.2 Other DMH staff requiring legal services from the County Counsel for specific DMH business should request authorization from his/her supervisor through the appropriate chain of command among those listed above.

### **AUTHORITY**

DMH administrative Directive, 1/26/88